

# **RFP "CS" SERIES**

## **R E Q U E S T   F O R   P R O P O S A L S**

PRINTING, BINDING, PACKAGING, AND DELIVERING THE  
2005 IOWA ACTS AND THE 2005 CODE SUPPLEMENT

### **CS-3 PROPOSAL FORMS**

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Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319

Dennis Prouty, Director  
Richard Johnson, Legal Services  
Division Director  
Leslie Hickey, Iowa Code Editor



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### CS-3

## PROPOSAL FORMS

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### ***ITEM #1: PROPOSAL FORM FOR THE ACTS***

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE ACTS (C-2 ITEM #1). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

#### **I. BID AMOUNT**

- A. *Contract Price Based on Production and Delivery of Books (and Production Items).*** The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. *See Contract Form, Item #1, Parts VII through IX.*
- B. *Estimation.*** The bid amount accounts for the production and delivery of the ordinary order of 3,500 books by assuming that each book has 1,216 pages with 38 signatures each containing 32 pages.

#### **Ordinary Order of Books Estimated Number of Signatures**

Number of Books	Signature Form	Signature Count	Bid Amount
3,500	32-page	38	\$ 49,210.00



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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**C. Adjustments.** The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #1, Part XI, Paragraph C," Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

### Basis for Adjustment (Incidental Work)

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ 95.00
Making Minor Copy Corrections	\$ 95.00
Replating	\$ 95.00

### Basis for Adjustment (Number of Signatures and Books)

Signature Calculation	Signatures Per Book		Amount Per Signature Per Book	
	Form	Count	Ordinary Order	Overrun
Estimated Number of Signatures	32-page	38	\$ .37/sig./book	\$ .33/sig./book
Actual Number of Signatures (Adjusted Signature Count)	Each Additional 32-page Signature		\$ .37/sig./book	\$ .33/sig./book
	Each Additional 16-page Signature		\$ .19/sig./book	\$ .17/sig./book
	Each Fewer 32-page Signature		\$ .15/sig./book	\$ .13/sig./book
	Each Fewer 16-page Signature		\$ .07/sig./book	\$ .06/sig./book



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### II. BID AMOUNT BREAKDOWN

- A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must breakdown the bid amount to account for both the production and delivery of an ordinary order of books.
- 1. Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
  - 2. Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.

#### Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

Breakdown Divisions			Description	Amount
Book Production			That part of the bid amount which does not account for the packaging and shipment of books.	\$44,274.00
Book Delivery			That part of the bid amount which accounts for the packaging and shipment of books.	\$4,936.00
Types of Delivery	Normal Delivery	General Distribution State Capitol Complex Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the Grimes State Office Building.	\$2,816.00
	Special Delivery	Judicial Distribution	That part of the bid amount which accounts for the packaging and shipment of books to Iowa's eight judicial districts.	\$2,120.00



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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**B. Divisions Based on Production Materials and Workmanship.** Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

- 1. Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
- 2. Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,216 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.

### Production Materials and Workmanship

Production Materials	Signatures Per Book		All Books (Ordinary Order of 3,500 Books)	Each Additional Book (100 Book Overrun)
	Form	Count		
Cover and Binding Estimated Signature Count	32-page	38	\$20,299.00	\$5.79/book
Page Paper and Ink Estimated Signature Count	32-page	38	\$13,895.00	\$3.97/book
Page Paper and Ink Adjusted Signature Count	Each Additional 32-page Signature		\$364.00	\$.104/sig./book
	Each Additional 16-page Signature		\$182.00	\$.052/sig./book
	Each Fewer 32-page Signature		\$140.00	\$.04/sig./book
	Each Fewer 16-page Signature		\$70.00	\$.02/sig./book



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### Production Materials and Workmanship (Cont.)

Prepress, Plating, Printing, and Folding of Signatures	Signatures Per Book		All Books (Ordinary Order of 3,500 Books)	Each Additional Book (100-Book Overrun)
	Form	Count		
Estimated Signature Count	32-page	38	\$10,080.00	\$2.88/book
Adjusted Signature Count	Each Additional 32- page Signature		\$266.00	\$.076/sig./book
	Each Additional 16- page Signature		\$133.00	\$.038/sig./book
	Each Fewer 32- page Signature		\$105.00	\$.03/sig./book
	Each Fewer 16- page Signature		\$70.00	\$.02/sig./book

### III. PRODUCTION MATERIALS SPECIFICATIONS

- A. Detailed Specifications.** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

#### Production Materials

Ink	Detailed Specifications		
	Contract Form	Proposal	Alternative
% Soy-Based	100	100	No Alternative Acceptable



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Production Materials (Cont.)

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
Name	"Custom Plus" <sup>1</sup>	Custom Plus	
Size	7.25" X 10.50"	7.25" X 10.50"	No Alternative Acceptable
Color	Cream	Cream	
Finish	English & Smooth	English & Smooth	
Brightness	80	80	
Opacity	88	88	
Basis Weight (#)	35	35	
PPI	800	800	
Minimum % of Postconsumer Recycled Materials	30	30	
pH Content	7 or 7.5	7	

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<sup>1</sup> Manufactured by Nexfor Fraser Papers Inc.



## Production Materials (Cont.)

**B. *Alternative Explained.*** If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

[illegible]





# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Acts, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Acts, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

### V. STATEMENT OF WORK

**A. Business Information.** Provide information about the bidder's business:

#### Bidder's Business

Category		Bidder Information
Business Name		Darby Printing Company
Principal Place of Business	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
State of Incorporation		GA
Federal ID Number		58-1284053



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

### Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% X
	Principal Place of Production	
	Street Address City and Zip Code	
Out-of-State Production	Principal Place of Production	Darby Printing Company
	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
	Secondary Place of Production	BindTech, Inc.
	Street Address	1232 Antioch Pike
	City, State, and Zip Code	Nashville, TN 37211

- C. *Subcontractors.*** Provide information regarding subcontractors used in the production and delivery of production items and books:

### Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes X No \_\_\_\_



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### First Subcontractor (Production of Production Items and Books)<sup>2</sup>

Category		Bidder Information
Name		BindTech, Inc.
Principal Place of Production	Street Address	1232 Antioch Pike
	City, State, and Zip Code	Nashville, TN 37211
Percent of Total Production		42%
Type of Production		Case binding
Qualifications		

### Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		FedEx Corp.
Principal Place of Production	Street Address	942 South Shady Grove Road
		Memphis, TN 38120

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<sup>2</sup> The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.

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# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	Darby Printing Company
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### Second Subcontractor (Delivery of Production Items) (Cont.)

Category		Bidder Information
Percent of Total Production		1%
Type of Production		Delivery of production items
Qualifications		

### Third Subcontractor (Delivery of Books)

Category		Bidder Information
Name		Thom Sawyer Log.
Principal Place of Production	Street Address	3130 South Martin, Suite 100A
	City, State and Zip Code	East Point, GA 30304
Percent of Total Production		9%
Type of Production		Delivery of books
Qualifications		



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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- D. Statutory Publications.** Provide information regarding statutory publications produced by the bidder:

### Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes \_\_\_\_\_ No X

### Iowa Statutory Publications

<b>Publication</b>	<b>Each Year Bidder Produced a Publication</b>				
Iowa Acts					
Code of Iowa					
Code Supplement					

### Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes X No \_\_\_\_\_



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### First Statutory Publication

<b>Category</b>		<b>Bidder Information</b>
<b>Book</b>	Title and Year of Publication	2000 Missouri Session Laws
<b>Customer</b>	Name	Joint Committee on Legislative Research, Research Division
	Street Address	State Capitol Building, Room 117A
	City, State, and Zip Code	Jefferson City, MO 65101
<b>Work</b>	Products and Services Furnished	Printing
	Percent of Total Production	60%
<b>Customer Reference</b>	Name	Charlotte Neuner
	Title	NA
	Telephone Number	573-526-0103
	E-mail Address	cneuner@mail.state.mo.us



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Secondary Statutory Publication

<b>Category</b>		<b>Bidder Information</b>
<b>Book</b>	Title and Year of Publication	Montana Code Annotated Annotations 2002
	Name	Montana Legislative Services Division
<b>Customer</b>	Street Address	Capitol Bldg., Room 110, 1301 E 6 <sup>th</sup> Ave.
	City, State, and Zip Code	Helena, MT 59620-1706
	Products and Services Furnished	Printing and binding
<b>Work</b>	Percent of Total Production	100%
	Name	Gregory Petesch
<b>Customer Reference</b>	Title	Code Commissioner
	Telephone Number	406-444-3064
	E-mail Address	NA



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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- E. ***Bidder Contact Persons.*** Provide information about persons responsible for answering questions regarding the bidder's proposal:

### Primary Contact Person

Category		Bidder Information
Personal Information	Name	Bob Cleary
	Title	Government Sales Representative
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 240
	E-mail Address	bcleary@darbyprinting.com
	Pager Number (if any)	NA

### Secondary Contact Person

Category		Bidder Information
Personal Information	Name	Sherry Still
	Title	Government Customer Service Representative
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336





# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 278
	E-mail Address	sstill@darbyprinting.com
	Pager Number (if any)	NA

- F. Bidder's Production and Delivery Managers.** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #1, Part X, Paragraph "B."*

### Principal Manager

Category		Bidder Information
Personal Information	Name	Dick Habbinga
	Title	Director of Manufacturing
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 241
	E-mail Address	dhabbinga@darbyprinting.com
	Pager Number (if any)	NA



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	
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### Alternative Manager

Category		Bidder Information
Personal Information	Name	Keith Sarver
	Title	Data Preparation Manager
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 255
	E-mail Address	ksarver@darbyprinting.com
	Pager Number (if any)	NA

- G. *Authorized Representative (Contract).*** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

### Negotiating Representative

Category		Bidder Information
Personal Information	Name	Hugh Carter
	Title	President
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292
	E-mail Address	hcarter@darbyprinting.com



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

#### Signature of Authorized Representative

<hr/> Signature	Governments Sales Rep. Title	Sept. 13, 2005 Date
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**REQUEST FOR PROPOSALS (FORMS CS-3)**  
**PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT**

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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**VIII. ATTACHMENTS**

**A. Sample -- Paper Stock.** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and  
Submit a Full-Page Sample as Part of the Proposal



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here



# REQUEST FOR PROPOSALS (FORMS CS-3) PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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## CS-3 PROPOSAL FORMS

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### ***ITEM #2: PROPOSAL FORM FOR THE CODE SUPPLEMENT***

BIDDERS MUST COMPLETE THE INTERACTIVE VERSION OF THE FORM AS PROVIDED BY THE AGENCY ON ITS WEBSITE. TO COMPLETE THIS FORM READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE CONTRACT FORM FOR THE CODE SUPPLEMENT (C-2 ITEM #2). BOTH FORMS ARE ALSO PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

#### **I. BID AMOUNT**

**A. *Contract Price Based on Production and Delivery of Books (and Production Items).***

The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. *See Contract Form, Item #2, Parts VII through IX.*

**B. *Estimation.*** The bid amount accounts for the production and delivery of the ordinary order of 4,200 books by assuming that each book has 1,248 pages with 39 signatures each containing 32 pages.



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

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### Ordinary Order of Books

#### Estimated Number of Signatures

Number of Books	Signature Form	Signature Count	Bid Amount
4,200	32-page	39	\$39,312.00

**C. Adjustments.** The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Item #2, Part XI, Paragraph C," Subparagraphs 1 through 3.*

- 1. Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.
- 2. Actual Number of Signatures.** The actual number of signatures for each book as the Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed.
- 3. Actual Number of Books (Overrun).** The actual number of books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

### Basis for Adjustment

#### (Incidental Work)

Type of Work	Amount Per Hour
Correcting Electronic Files	\$95.00
Making Minor Copy Corrections	\$95.00
Replating	\$95.00





# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### Basis for Adjustment (Number of Signatures and Books)

Signature Calculation	Signatures Per Book		Amount Per Signature Per Book	
	Form	Count	Ordinary Order	Overrun
Estimated Number of Signatures	32-page	39	\$.24/sig./book	\$.18/sig./book
Actual Number of Signatures (Adjusted Signature Count)	Each Additional 32-page Signature		\$.24/sig./book	\$.18/sig./book
	Each Additional 16-page Signature		\$.12/sig./book	\$.09/sig./book
	Each Fewer 32-page Signature		\$.08/sig./book	\$.06/sig./book
	Each Fewer 16-page Signature		\$.04/sig./book	\$.03/sig./book

## II. BID AMOUNT BREAKDOWN

- A. Divisions Based on Book Production and Delivery.** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) but may not account for the actual signature count of each book, the actual number of books delivered (overrun), or incidental work. The Bidder must break down the bid amount to account for both the production and delivery of an ordinary order of books.
- 1. Book Production.** The part of the bid amount associated with book production accounts for the production and delivery of production items and the production of books but excludes the delivery of books to all destinations. In other words, it accounts for everything other than the delivery of books.
  - 2. Book Delivery.** The part of the bid amount associated with book delivery accounts for the delivery (i.e., packaging and shipping) of books to all destinations required in the contract, which includes both normal delivery and special delivery.



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### Book Production and Delivery (Ordinary Order of Books & Estimated Signature Count)

Break Down Divisions			Description	Amount
Book Production			That part of the bid amount which does not account for the packaging and shipment of books.	\$34,140.00
Book Delivery			That part of the bid amount which accounts for the packaging and shipment of books.	\$5,172.00
Types of Delivery	Normal Delivery	General Distribution State Capitol Complex Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the Grimes State Office Building.	\$2,672.00
	Special Delivery	Legislative Distribution	That part of the bid amount which accounts for the packaging and shipment of books to the members and staff of the Iowa General Assembly	\$500.00
		Judicial Distribution	That part of the bid amount which accounts for the packaging and shipment of books to Iowa's eight judicial districts.	\$2,000.00

**B. Divisions Based on Production Materials and Workmanship.** Assume that the bid amount accounts for the estimated signature count and the actual signature count of each book which is produced and delivered as part of an ordinary order (including for normal delivery and special delivery) and for each book which is produced and delivered as part of an overrun, but which does not account for incidental work.

- 1. Production Materials.** The Bidder must break down the bid amount associated with production materials (1) Cover and binding and (2) Page paper and ink, which are used to produce and deliver an ordinary order of books and to account for each book produced and delivered as part of an overrun.
- 2. Workmanship.** The Bidder must break down the bid amount to account for prepress, plating, printing, and the folding of different form of signatures for 1,248 impressions and then to account for different forms of signatures for each book produced and delivered as part of an overrun.



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Production and Workmanship Materials

Production Materials	Signatures Per Book		All Books (Ordinary Order of 4,200 Books)	Each Additional Book (Overrun)
	Form	Count		
Cover and Binding Estimated Signature Count	32-pages	39	\$8,226.00	\$1.95/book
Page Paper and Ink Estimated Signature Count	32-pages	39	\$16,515.00	\$3.93/book
Page Paper and Ink Adjusted Signature Count	Each Additional 32-page Signature		\$424.00	\$.10/sig./book
	Each Additional 16-page Signature		\$212.00	\$.05/sig./book
	Each Fewer 32- page Signature		\$170.00	\$.04/sig./book
	Each Fewer 16- page Signature		\$85.00	\$.02/sig./book

Prepress, Plating, Printing, and Folding of Signatures	Signatures Per Book		All Books (Ordinary Order of 4,200 Books)	Each Additional Book (Overrun)
	Form	Count		
Estimated Signature Count	32-page	39	\$10,407.00	\$2.47
Adjusted Signature Count	Each Additional 32-page Signature		\$268.00	\$.06/sig./book
	Each Additional 16-page Signature		\$134.00	\$.03/sig./book
	Each Fewer 32- page Signature		\$108.00	\$.02/sig./book
	Each Fewer 16- page Signature		\$54.00	\$.01/sig./book



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### III. PRODUCTION MATERIALS SPECIFICATIONS

- A. **Detailed Specifications.** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:

#### Production Materials

Ink	Detailed Specifications		
	Contract Form	Proposal	Alternative
% Soy-Based	100	100	No Alternative Acceptable

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
Name	"Custom Plus" <sup>3</sup>	Custom Plus	
Size	7.25" X 10.50"	7.25"X10.50"	No Alternative Acceptable
Color	Cream	Cream	
Finish	English & Smooth	English & Smooth	
Brightness	80	80	
Opacity	88	88	
Basis Weight (#)	35	35	

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<sup>3</sup> Manufactured by Nexfor Fraser Papers Inc.



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Production Materials (Cont.)

Paper Stock	Detailed Specifications		
	Contract Form	Proposal	Alternative
PPI	800	800	
Minimum % of Postconsumer Recycled Materials	30	30	
pH Content	7 or 7.5	7	

Cover & Spine	Detailed Specifications		
	Contract Form	Proposal	Explanation if Different
Book Size	7.25" X 10.50"	7.25"X 10.50"	No Alternative Acceptable
Nonrigid Material	17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806). <sup>4</sup>	17 pt. Lexotone (Lexotone® 17 GA LX17, Tan, Nubuckram, Series 1, Ref. # 6268-1 LK 25806). <sup>5</sup>	

- B. *Alternative Explained.*** If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

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<sup>4</sup> Manufactured by FiberMark.

<sup>5</sup> Manufactured by FiberMark.



### Explanation

Patient Information	
First Name	
Last Name	
Address	
City	
State	
Zip	
Phone	
Age	
Gender	
Occupation	
Insurance	
Referral	
History of Present Illness	
Chief Complaint	
History of Present Illness	
Past Medical History	
Past Surgical History	
Family History	
Social History	
Review of Systems	
Physical Examination	
Vital Signs	
General	
HEENT	
Neck	
Chest	
Abdomen	
Extremities	
Skin	
Mental Status	
Neurological	
Cardiovascular	
Respiratory	
Gastrointestinal	
Genitourinary	
Endocrine	
Hematology	
Immunology	
Infectious Disease	
Oncology	
Pediatrics	
Geriatrics	
Obstetrics	
Gynecology	
Ophthalmology	
Otolaryngology	
Dermatology	
Psychiatry	
Radiology	
Laboratory	
Immunology	
Infectious Disease	
Oncology	
Pediatrics	
Geriatrics	
Obstetrics	
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Gynecology	
Ophthalmology	
Otolaryngology	
Dermatology	
Psychiatry	
Radiology	
Laboratory	
Immunology	

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Code Supplement, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Code Supplement, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

**A. Business Information.** Provide information about the bidder's business:



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Bidder's Business

Category		Bidder Information
Business Name		Darby Printing Company
Principal Place of Business	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
State of Incorporation		GA
Federal ID Number		58-1284053

- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

### Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% ____ Less than 100% <input checked="" type="checkbox"/>
	Principal Place of Production	
	Street Address City and Zip Code	
Out-of-State Production	Principal Place of Production	Darby Printing Company
	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
	Secondary Place of Production	Master Graphic Services
	Street Address	5693 New Peachtree Road
	City, State, and Zip Code	Atlanta, GA 30341



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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- C. Subcontractors.** Provide information regarding subcontractors used in the production and delivery of production items and books:

### Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes X No \_\_\_\_\_

### First Subcontractor (Production of Production Items and Books)<sup>6</sup>

Category		Bidder Information
Name		Master Graphic Services
Principal Place of Production	Street Address	5693 New Peachtree Road
	City, State, and Zip Code	Atlanta, GA 30342
Percent of Total Production		5%
Type of Production		Foil Stamping of Cover
Qualifications		

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<sup>6</sup> The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books.





# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		FedEx Corp.
Principal Place of Production	Street Address	942 South Shady Grove Road
	City, State, and Zip Code	Memphis, TN 38120
Percent of Total Production		1%
Type of Production		Delivery of production items
Qualifications		

### Third Subcontractor (Delivery of Books)

Category		Bidder Information
Name		Thom Sawyer Log.
Principal Place of Production	Street Address	3130 South Martin, Suite 100A
	City, State and Zip Code	East Point, GA 30304



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### Third Subcontractor (Delivery of Books) (Cont.)

Category	Bidder Information
Percent of Total Production	8%
Type of Production	Delivery of books
Qualifications	

- C. Statutory Publications.** Provide information regarding statutory publications produced by the bidder:

#### Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes \_\_\_\_\_ No X

#### Iowa Statutory Publications

Publication	Each Year Bidder Produced a Publication				
Code Supplement					
Code of Iowa					
Iowa Acts					



# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes X No \_\_\_\_\_

### First Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	2000 Missouri Session Laws
Customer	Name	Joint Committee on Legislative Research, Research Division
	Street Address	State Capitol Building, Room 117A
	City, State, and Zip Code	Jefferson City, MO 65101
Work	Products and Services Furnished	Printing
	Percent of Total Production	60%
Customer Reference	Name	Charlotte Neuner
	Title	NA
	Telephone Number	573-526-0103
	E-mail Address	cneuner@mail.state.mo.us



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Secondary Statutory Publication

Category		Bidder Information
Book	Title and Year of Publication	Montana Code Annotated Annotations 2002
Customer	Name	Montana Legislative Services Division
	Street Address	Capitol Bldg., Room 110, 1301 E 6 <sup>th</sup> Ave.
	City, State, and Zip Code	Helena, MT 59620-1706
Work	Products and Services Furnished	Printing and binding
	Percent of Total Production	100%
Customer Reference	Name	Gregory Petesch
	Title	Code Commissioner
	Telephone Number	406-444-3064
	E-mail Address	NA



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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- E. ***Bidder Contact Persons.*** Provide information about persons responsible for answering questions regarding the bidder's proposal:

### Primary Contact Person

Category		Bidder Information
Personal Information	Name	Bob Cleary
	Title	Government Sales Representative
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 240
	E-mail Address	blceary@darbyprinting.com
	Pager Number (if any)	NA

### Secondary Contact Person

Category		Bidder Information
Personal Information	Name	Sherry Still
	Title	Government Customer Service Representative
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336



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<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 278
	E-mail Address	sstill@darbyprinting.com
	Pager Number (if any)	NA

- F. ***Bidder's Production and Delivery Managers.*** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Item #2, Part X, Paragraph "B."*

### Principal Manager

Category		Bidder Information
Personal Information	Name	Dick Habbinga
	Title	Director of Manufacturing
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 241
	E-mail Address	dhabbinga@darbyprinting.com
	Pager Number (if any)	NA



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<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### Alternative Manager

Category		Bidder Information
Personal Information	Name	Keith Sarver
	Title	Data Preparation Manager
Business Location	Street Address	6215 Purdue Drive
	City, State, and Zip Code	Atlanta, GA 30336
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292, Ext. 255
	E-mail Address	ksarver@darbyprinting.com
	Pager Number (if any)	NA

- G. Authorized Representative (Contract).** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

### Negotiating Representative

Category		Bidder Information
Personal Information	Name	Hugh Carter
	Title	President
Contact Information	Telephone Number	(404) 344-2665, (800) 241-5292
	E-mail Address	hcarter@darbyprinting.com



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this RFP.





# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

<b>Bidder's Name</b>	<b>Darby Printing Company</b>
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### VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

#### Signature of Authorized Representative

<hr/> Signature	Government Sales Rep. Title	Sept. 13, 2005 Date
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# REQUEST FOR PROPOSALS (FORMS CS-3)

## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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### VIII. ATTACHMENTS

- A. *Sample -- Paper Stock.*** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and  
Submit a Full Page Sample as Part of the Proposal



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## PROPOSAL FORMS 2005 IOWA ACTS & 2005 CODE SUPPLEMENT

Bidder's Name	Darby Printing Company
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- B. *Sample -- Cover Fabric.*** Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here